

## PaperCuts Lunch n' Learn

# How to Use GroupWise to Cut Down on Paper Use

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# PaperCuts Tips & Tricks – How to Use GroupWise Features to Save Paper

## SAVE- DON'T PRINT E-MAIL

There are two ways to save e-mail: **ARCHIVING** and **SAVING AS A WORD DOC**. Is there a preferred way?  
**NO.** Talk to your Supervisor and E-Mail Administrator to find out which method they recommend.

## HOW TO ARCHIVE AN E-MAIL

**ARCHIVE** protects items from being **AUTOMATICALLY DELETED**. Depending on your job requirements, you may need to use the **ARCHIVE** feature to **SAVE E-MAIL MESSAGES** to **KEEP RECORDS** of **SUBSTANTIVE CITY BUSINESS**.



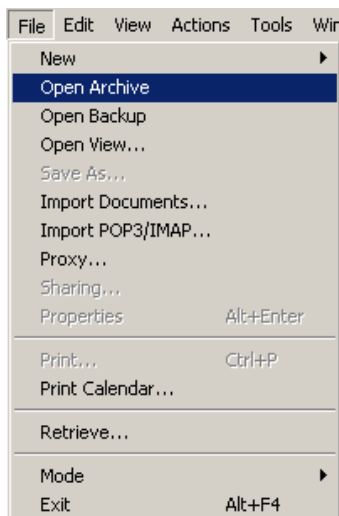
VERY IMPORTANT NOTE:

IF THE ARCHIVE DATABASE becomes too large – it may **CORRUPT** or **CRASH**.  
 It's important to **MANAGE** your **ARCHIVE** and **DELETE OBSOLETE ITEMS**.

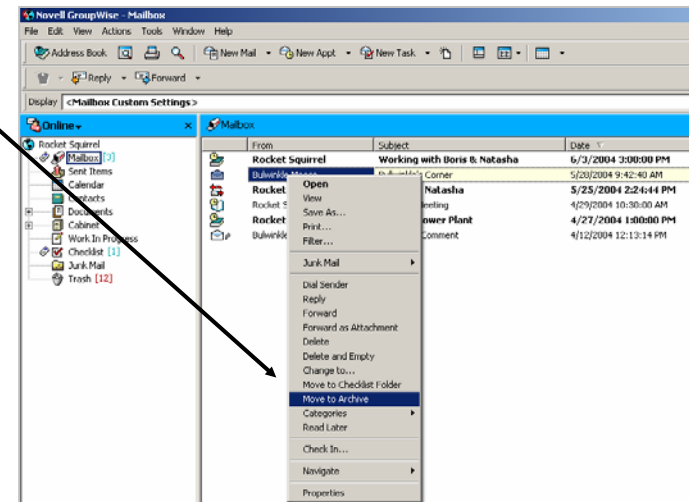
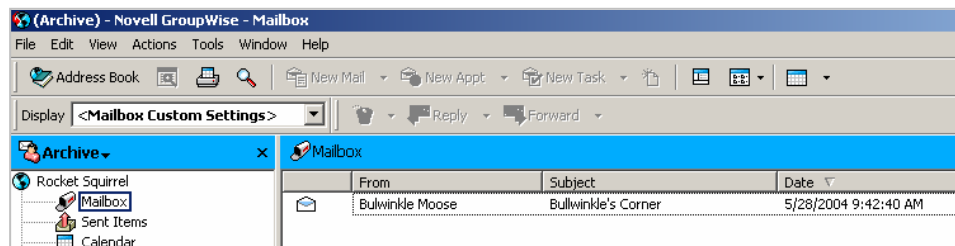
**RIGHT-CLICK** the **E-MAIL**, **SELECT MOVE TO ARCHIVE** on the **MENU** and **LEFT-CLICK**. The **MESSAGE** will disappear from your **MAILBOX** and will be placed in **ARCHIVE**.

To **VIEW ARCHIVED E-MAIL**, go to **FILE** and **CLICK OPEN ARCHIVE**.

The **ARCHIVED E-MAIL** will appear in the **ARCHIVE MAILBOX**.



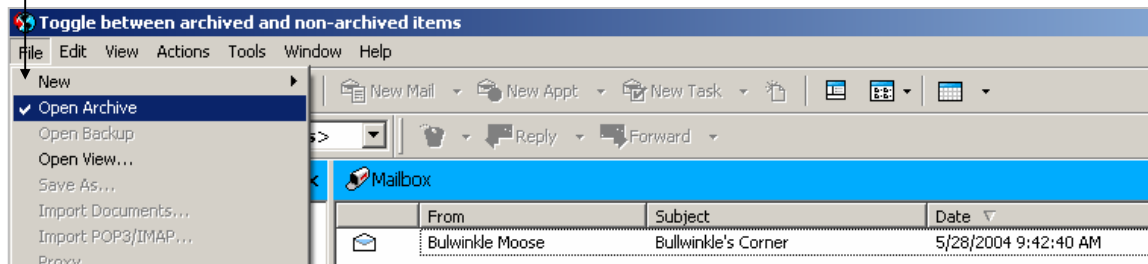
**Notice! It Says:**  
**(Archive) – GroupWise – Mailbox**





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To **GET OUT** of **ARCHIVE** and **RETURN** to your **REGULAR MAILBOX**, go to **FILE**. You'll notice that **ARCHIVE** has a **CHECK MARK**. **CLICK ARCHIVE** to "**TURN OFF**" **ARCHIVE**. Your regular **MAILBOX** will appear.



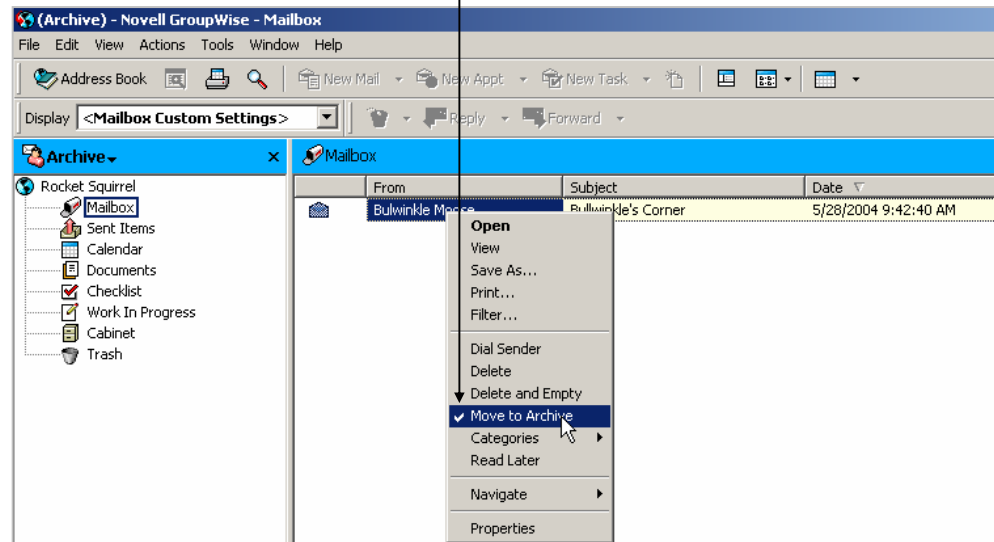
To **UNARCHIVE** an **E-MAIL**, you'll do just about the same thing. This time, while in **ARCHIVE**, **RIGHT-CLICK** the **ARCHIVED E-MAIL**. You'll see **MOVE TO ARCHIVE** with a **CHECK MARK** by it.

**CLICK** to **TOGGLE OFF** – or **UNARCHIVE THE MESSAGE**.

This action will **TURN ARCHIVE OFF** and move the **E-MAIL** back to your regular **MAILBOX**.

(Now, be sure to **TURN OFF ARCHIVE** and return to your regular **MAILBOX**.)

Easy, isn't it?

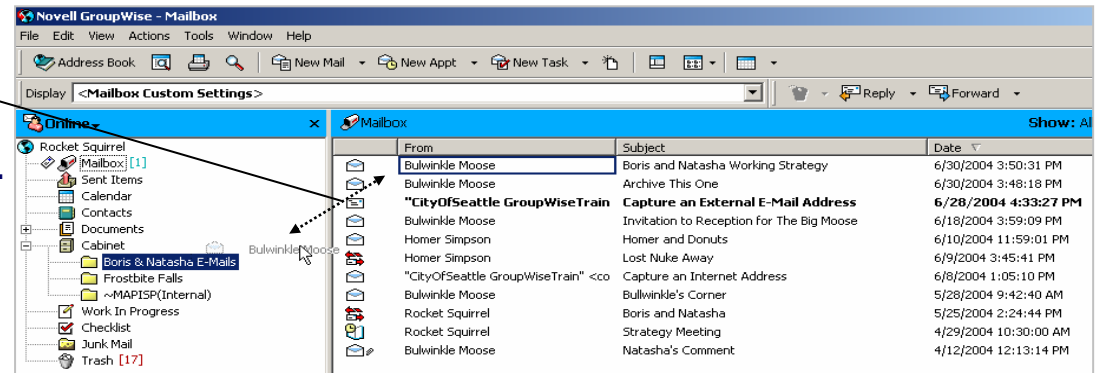
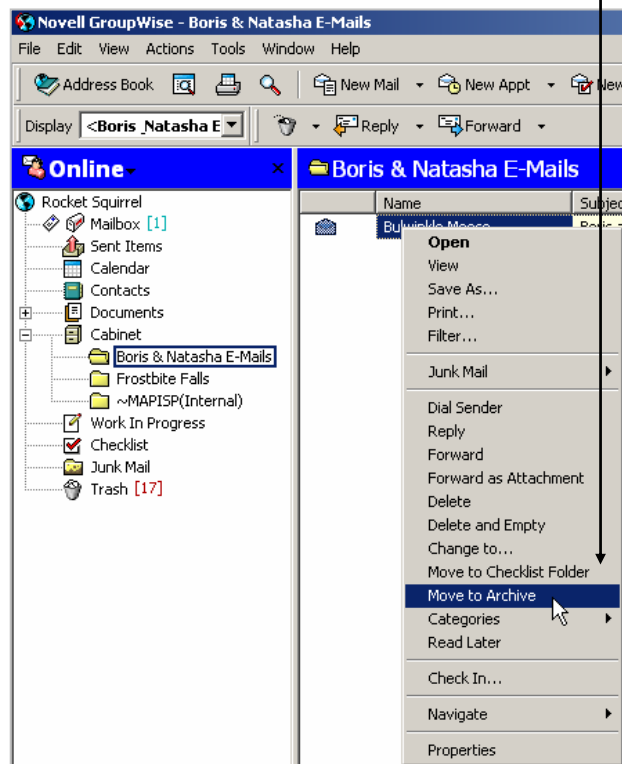


# PaperCuts Tips & Tricks – How to Use GroupWise Features to Save Paper

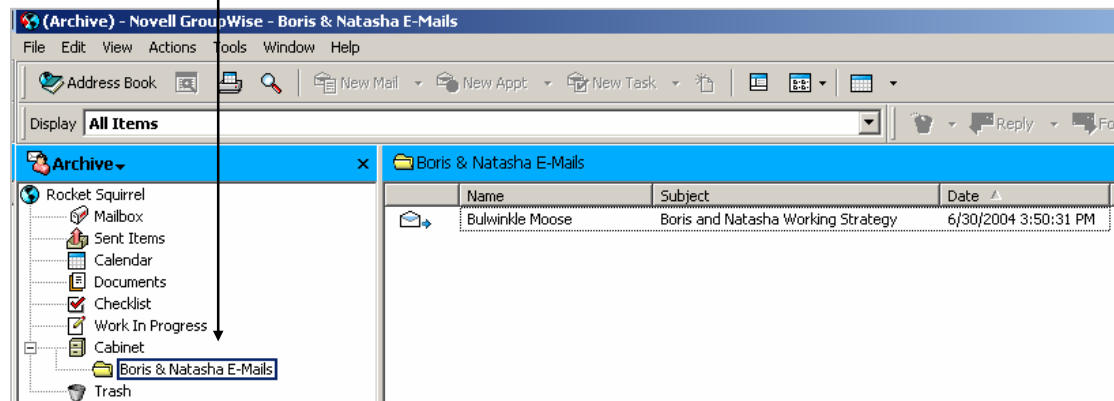
## HOW TO "COPY" A CABINET FOLDER TO YOUR ARCHIVE

From your **NORMAL MAILBOX**, DRAG an **E-MAIL** to a **FOLDER** in your **CABINET**.

ARCHIVE the **E-MAIL** from the **CABINET FOLDER**.



That **FOLDER** will be created in the **ARCHIVE – CABINET**.



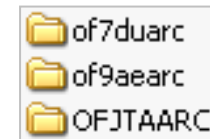


# PaperCuts Tips & Tricks – How to Use GroupWise Features to Save Paper

## HOW YOUR ARCHIVE FOLDER APPEARS IN YOUR HOME DRIVE

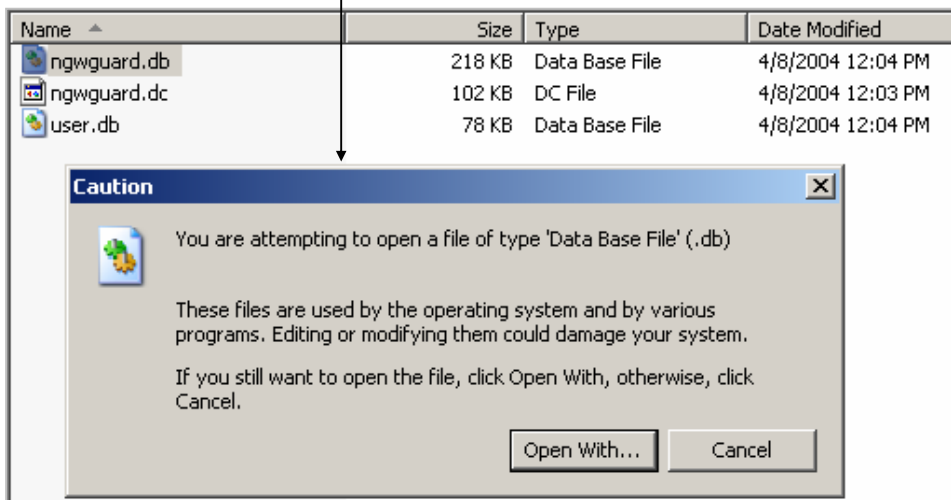
**In some unfortunate cases, employees have DELETED their ARCHIVE by accident because they didn't know or recognize the ARCHIVE FOLDERS in their HOME DRIVE.**

This is how an **ARCHIVE FOLDER OR FOLDERS** could appear in your **HOME DRIVE**. \*\*



Some employees have tried to open the files and the documents, couldn't do it and didn't recognize anything. After clicking around and getting the **CAUTION MESSAGE** each time, they **DELETED** the **FOLDER**.

**WHAT THEY DELETED WAS THEIR ENTIRE GROUPWISE ARCHIVE!!**



Don't be like this guy – leave your Archive Folder alone!

\*\* As of 2004, SDOT and SPU have moved their Archive from the H:\ Drive to a location that is locked down behind the scenes



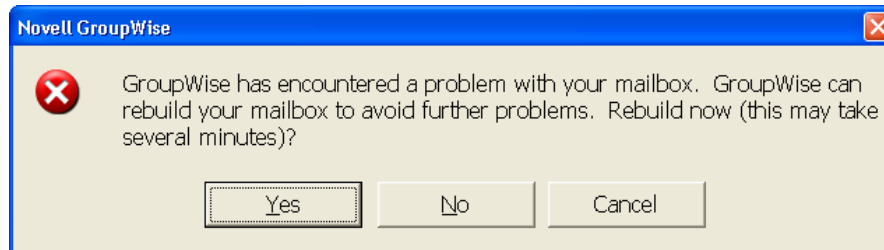
# PaperCuts Tips & Tricks – How to Use GroupWise Features to Save Paper

## HOW TO MAINTAIN YOUR GROUPWISE ARCHIVE

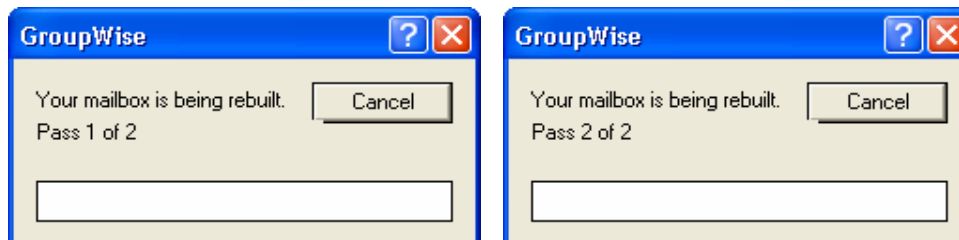
**GROUPWISE** has a nifty tool to help you do **PREVENTIVE MAINTENANCE** on your **ARCHIVE** - called **GWCHECK**.

Here's how to do it:

1. **START GROUPWISE** if you have not already opened it
2. Hold down **CTRL+SHIFT** and then **CHOOSE** the **FILE - OPEN ARCHIVE**
3. You should get an **ALERT BOX** below. Check Yes. Don't worry! It's doing its job!



The **GWCHECK** is done in **TWO PASSES**. When finished, it might send you back to your **LAST OPEN WINDOW**. But, **GROUPWISE** will be in **ARCHIVE**.



If you want to be an **ARCHIVE-SAVVY USER**, you should run these **MAINTENANCE ROUTINES** on your **ARCHIVE** as a **PREVENTIVE MEASURE**. How often?

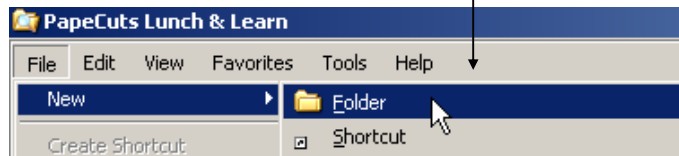
If you **ARCHIVE** more than 100 messages a month, you're a **HEAVY ARCHIVE USER** and should do this **ONCE A QUARTER**. Otherwise do this **ONCE OR TWICE A YEAR**.

# PaperCuts Tips & Tricks – How to Use GroupWise Features to Save Paper

## HOW TO SAVE THE E-MAIL MESSAGE AS A WORD DOCUMENT

Sometimes it makes sense to **SAVE** an **E-MAIL AS A WORD DOC** because it **PERTAINS TO A PROJECT** or **CITY BUSINESS**. **FIRST, CREATE A SUB-FOLDER CALLED “E-MAIL COMMUNICATIONS” WITHIN THE “PRIMARY” FOLDER.**

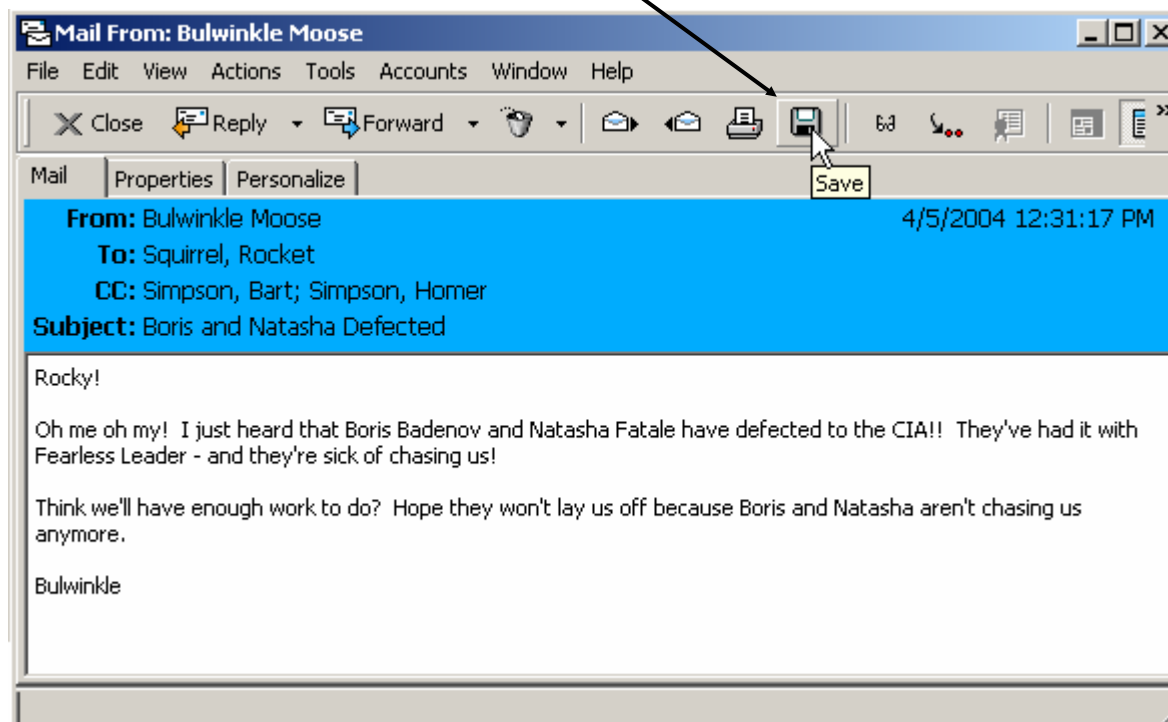
**SELECT** the **FOLDER**, go to **FILE – FOLDER** and **CLICK**



A **NEW FOLDER** will appear – **NAME** it and hit **ENTER**

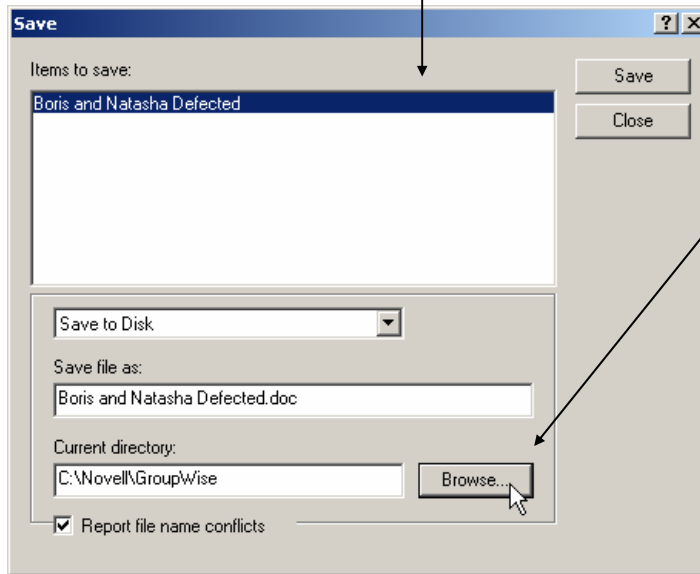


Go to the **E-MAIL** you want to save. **CLICK** the **SAVE BUTTON** on the **TOOLBAR**.

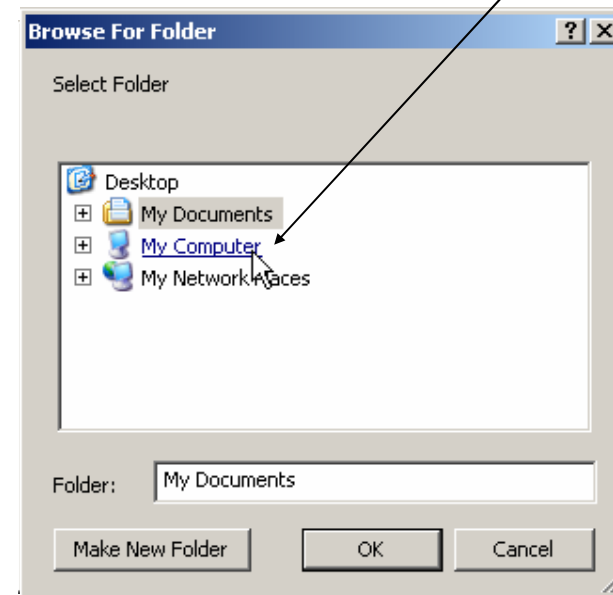


# PaperCuts Tips & Tricks – How to Use GroupWise Features to Save Paper

The **SAVE WINDOW** will appear with the **MESSAGE SELECTED**.



**CLICK BROWSE** for the **BROWSE FOR FOLDER**. **SELECT MY COMPUTER**



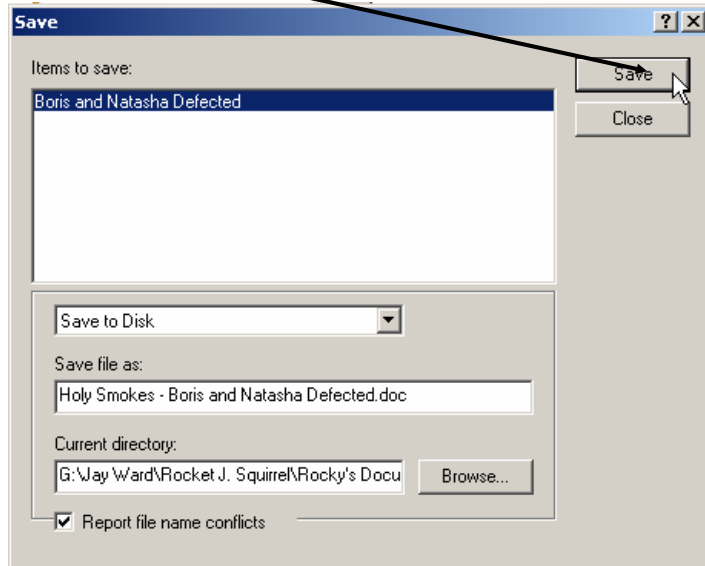
**BROWSE** until you find the correct **FOLDER – CLICK OK**.



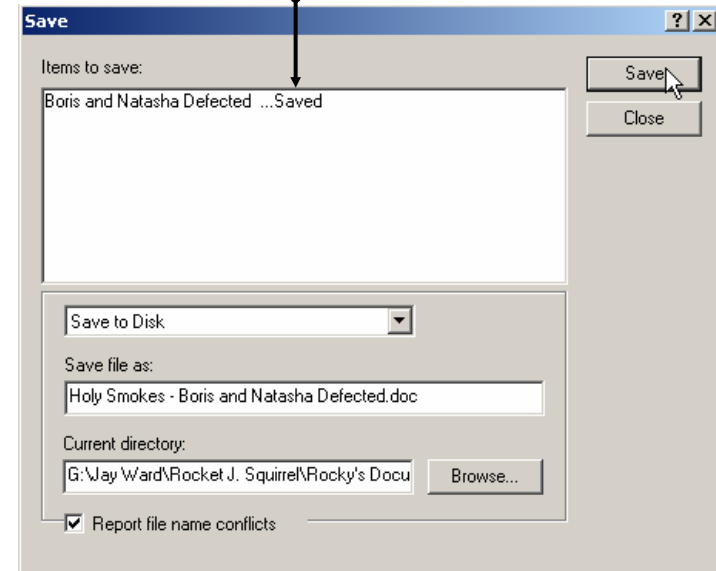


# PaperCuts Tips & Tricks – How to Use GroupWise Features to Save Paper

**CLICK SAVE.**



The **E-MAIL** will be **MARKED** as **SAVED**.



## TIP:

You can **RENAME** the **E-MAIL** before saving it. Go to the **SAVE FILE AS** field, **HIGHLIGHT** and **TYPE** in a **NEW FILE NAME**.

The **Saved E-Mail Retains** the **FROM – TO – DATE – SUBJECT** lines for documentation purposes.

As you can see, a **Saved E-Mail** looks like a **Plain Text Document**.

If you want to **Change** the **Font**, go to **Edit- Select All** – (or **Triple Click** in the margin), then **select** the **Font** of your choice.

```
From:      Bulwinkle Moose
To:        Simpson, Bart; Simpson, Homer; Squirrel, Rocket
Date:      7/1/2005 10:16:38 AM
Subject:    Boris and Natasha Defected
```

Rocky,

Boris and Natasha just defected to the CIA!! They've had it with Fearless Leader and they're sick of chasing us. Do you think we'll be out of a job? Hope they don't lay us off!

Bullwinkle

**This method saves one e-mail per page.**

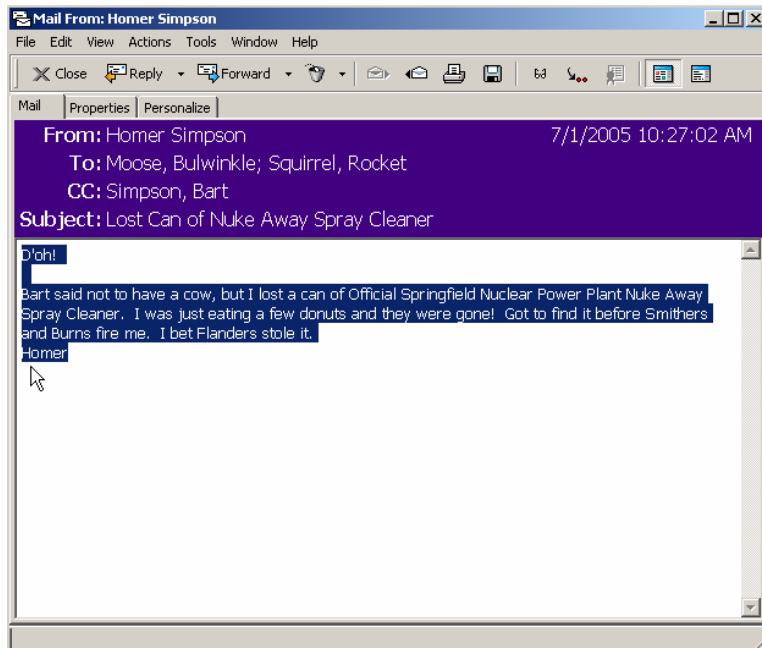


# PaperCuts Tips & Tricks – How to Use GroupWise Features to Save Paper

## HOW TO USE COPY & PASTE TO SAVE E-MAIL

Another way to **Save E-Mail** – and to **Save Multiple E-Mails on One Page** – is to **Copy & Paste** the **Message** to a **Word Doc**.

**Highlight** the **text** of the **E-Mail** and **Go to Edit – Copy** or hit **CTRL-C** on the **Keyboard**



**Open a Word Doc** and hit **CTRL-V** to **Paste** the **Text**

**It will look like regular text. BUT, the FROM-TO-DATE-SUBJECT lines do not appear.**

D'oh!  
  
Bart said not to have a cow, but I lost a can of Official Springfield Nuclear Power Plant Nuke Away Spray Cleaner. I was just eating a few donuts and they were gone! Got to find it before Smithers and Burns fire me. I bet Flanders stole it.  
Homer

**You have to add that information:**

From: Homer  
To: Rocky, Bullwinkle, Bart  
Date: 7/1/05  
Subject: Lost Can of Nuke Away  
  
D'oh!  
  
Bart said not to have a cow, but I lost a can of Official Springfield Nuclear Power Plant Nuke Away Spray Cleaner. I was just eating a few donuts and they were gone! Got to find it before Smithers and Burns fire me. I bet Flanders stole it.  
Homer

# PaperCuts Tips & Tricks – How to Use GroupWise Features to Save Paper

Using this method, you can **Copy and Paste multiple e-mails** into **one document**.

This method may take a few more keystrokes to **add** the **TO – FROM – DATE – SUBJECT** lines. But, it **saves paper** if you absolutely must print the e-mails.

From: Homer  
To: Rocky, Bullwinkle, Bart  
Date: 7/1/05  
Subject: Lost Can of Nuke Away

D'oh!

Bart said not to have a cow, but I lost a can of Official Springfield Nuclear Power Plant Nuke Away Spray Cleaner. I was just eating a few donuts and they were gone! Got to find it before Smithers and Burns fire me. I bet Flanders stole it.

Homer

From: Bart  
To: Rocky & Bullwinkle  
Date: 7/1/05  
Subject: Joke's on Homer

Rocky & Bullwinkle,  
Don't tell Homer, but I have his Nuke Away. I'll let him sweat for an hour or so, and then it'll reappear. Gotta amuse myself somehow.

Bart

## HOT TIP:

If this method appeals to you, create a **“Master Template”** that contains the **FROM-TO-DATE-SUBJECT** lines.

From :  
To :  
Date :  
Subject :

From :  
To :  
Date :  
Subject :

From :  
To :  
Date :  
Subject :

From :  
To :  
Date :  
Subject :

From :  
To :  
Date :  
Subject :

## Why Is It So Important NOT to Print E-Mails? Consider this:

Let's say we have 11,000 employees who print a 1 page e-mail each day. In one year, we are consuming:

11,000 sheets X 5 days = 55,000 sheets in one week.

55,000 sheets X 52 weeks = **2,860,000 sheets of paper!!**

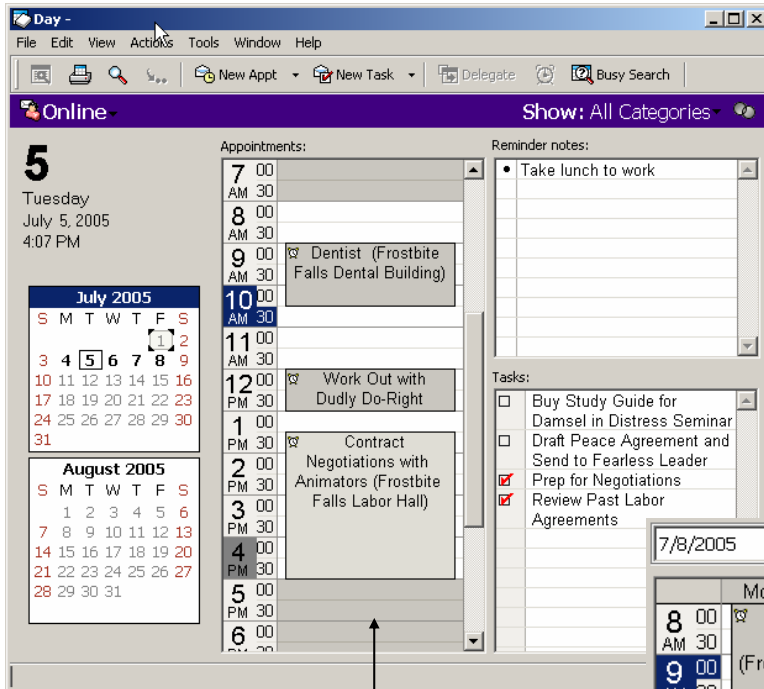
**SO! If each employee printed ONE LESS PAGE A DAY, the City could save nearly 3 million sheets of paper each year**



# PaperCuts Tips & Tricks – How to Use GroupWise Features to Save Paper

## PUTTING YOUR GROUPWISE CALENDAR TO GOOD USE

Instead of lugging a paper calendar and slips of paper with lots of notes on them, take advantage of the features in your **GroupWise Calendar**. Below are examples of a **Day** and a **Week** view.



Day View

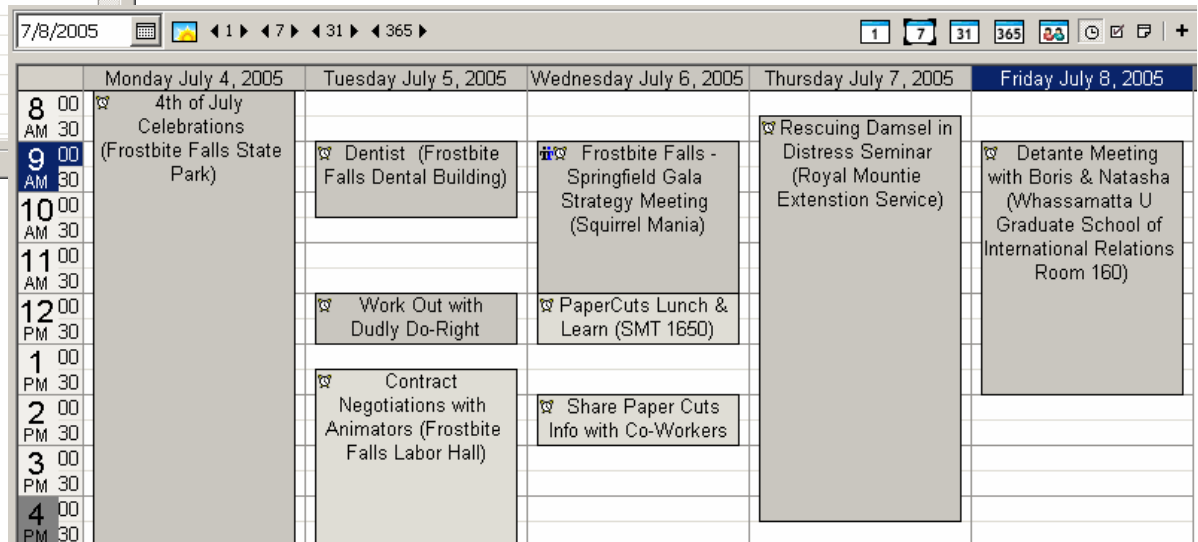
Week View

You can add in all your **Appointments** and **Work** obligations, make a **List** of your **Tasks** for the Day and the **Week**, and even write yourself **Reminder Notes** – visible all on one screen.

Keep your **Calendar ON** at all times and minimize when you're not using it. That way, you can click the **Calendar** on your **Task Bar** to view it in a moment's notice.

You can also access your **E-Mail & Calendar** from home by going to:

<http://gwweb.seattle.gov>



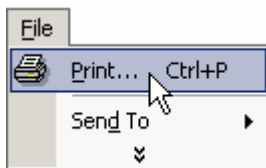
# PaperCuts Tips & Tricks – How to Use GroupWise Features to Save Paper

## WHEN YOU MUST PRINT . . . . SOME TIPS ON HOW TO PRINT FEWER PAGES

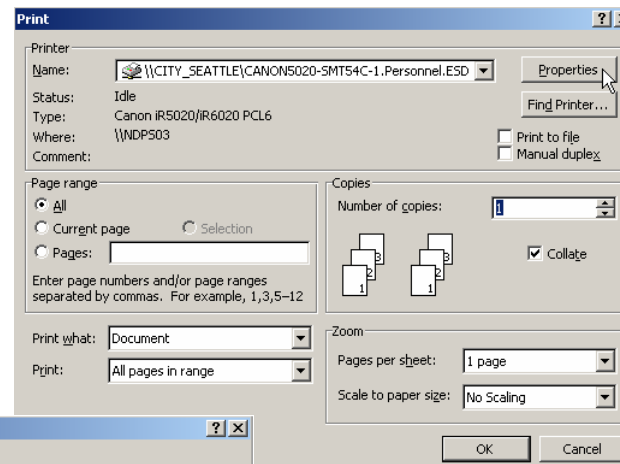
The following screen shots are specific to a **Canon 5020 Copier/Printer**. **When using your printer, the basic steps will remain the same, but the appearance will be different.**

### TO SET YOUR PRINTER TO PRINT ON BOTH SIDES OF THE PAPER:

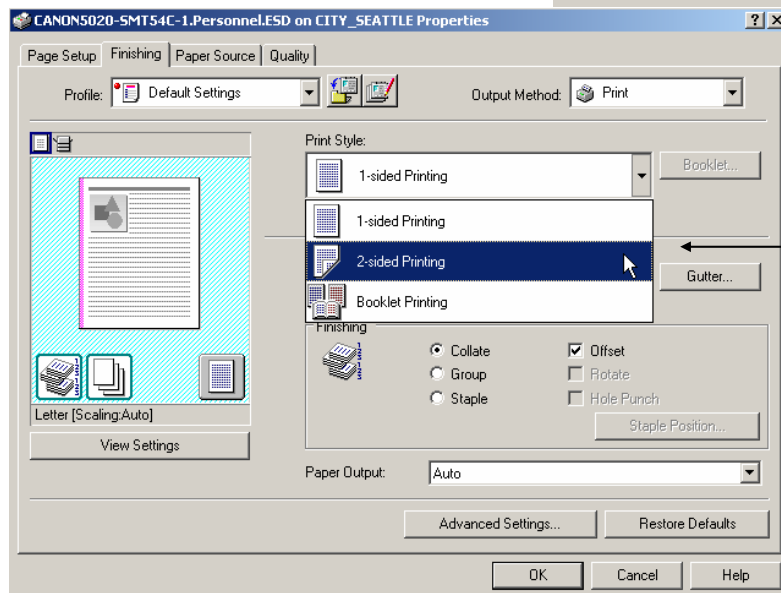
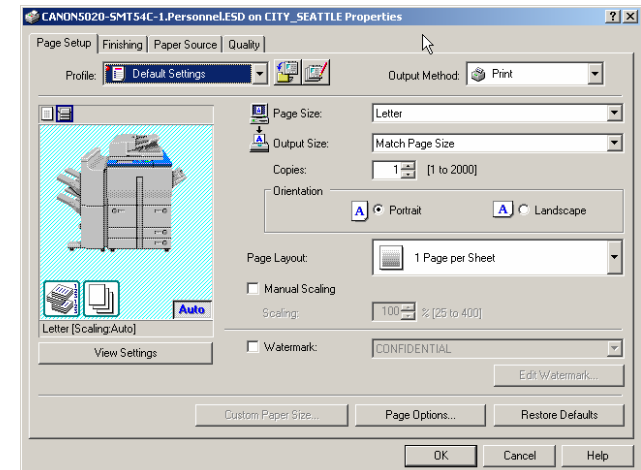
Go to **File – Print**.



Click **Properties**



The **Properties Window** will appear.



Click the **Tabs** until you find **Print Style**. On the **Canon 5020**, it's the **Finishing** Tab.

Select **2-Sided Printing**.

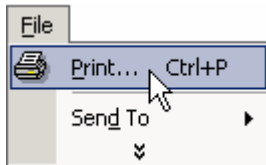
Click **OK** and **Print**



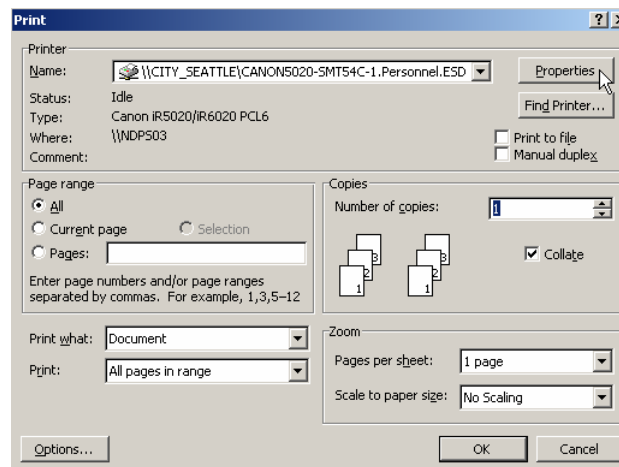
# PaperCuts Tips & Tricks – How to Use GroupWise Features to Save Paper

## HOW TO PRINT MULTIPLE PAGES ON ONE SHEET OF PAPER

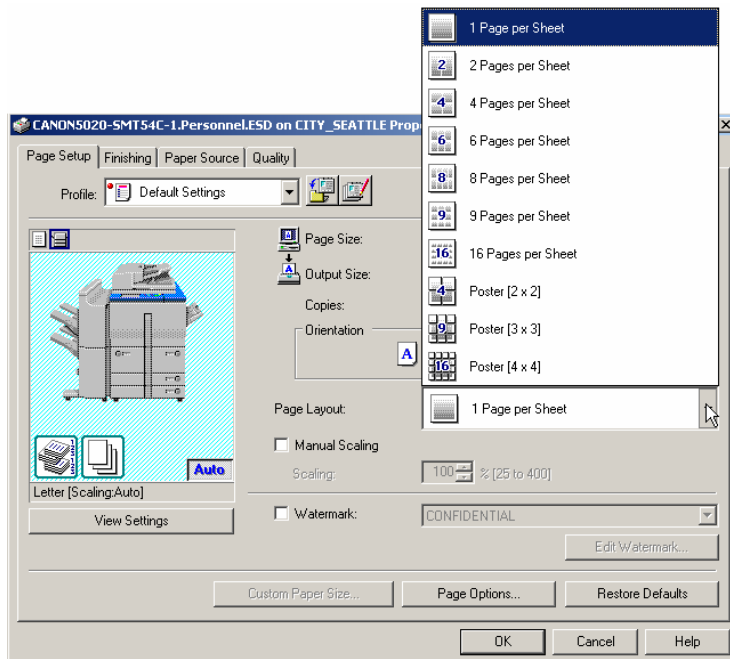
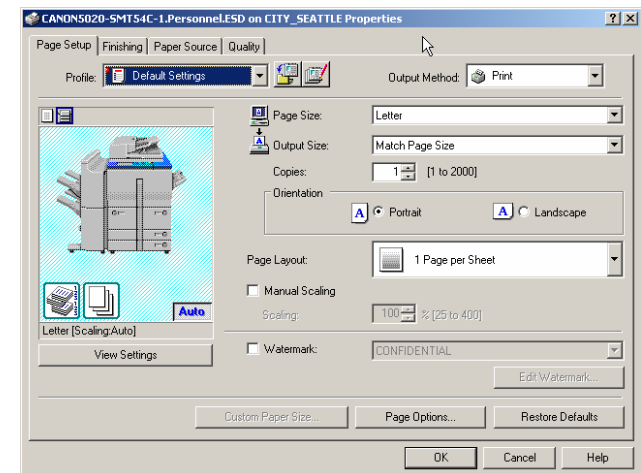
Go to **File – Print**.



Click **Properties**



The **Properties Window** will appear.



Find a setting called **Page Layout**.

Click the **Arrow** and select the **number** of **Pages per Sheet** to print.

On the **Canon 5020**, this setting is found on the **Page Setup Tab**.